

# City of Riverside

Building & Safety Division

Phone: (951) 826-5697

[www.riversideca.gov](http://www.riversideca.gov)



## ❖ FAX PERMIT CREDIT CARD AUTHORIZATION ❖

(Use this form to authorize payment by credit card for construction permits)

For permits indicated on the attached FAX, please charge our (please check one)				
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	<input type="checkbox"/>	
American Express				
<b>Account Number</b> □□□□ - □□□□ - □□□□ - □□□□				
<b>Expiration Date</b> □□ - □□		<b>\$ Amount of Permit (see page 3 for fees)</b> \$□□□□.□□		
Name				
Mailing Address				
City	State	ZIP Code	Telephone Number	FAX Number
Authorized Card Holder Signature				Date
(This Box to be completed by Building & Safety Staff) Permit Number:				

### INSTRUCTIONS FOR FAX CREDIT CARD PERMITS

1. Complete and FAX the following 3 forms to us at (951) 826-5622:
  - a. This **FAX Credit Card Authorization Form**
  - b. The **FAX Permit Application**
  - c. The **FAX Permit Fee Worksheet**  
(Either the **Re-roof Form** or the **Plumbing-Mechanical-Electrical Form**)
2. We will process your FAX permit applications during working hours as they are received, usually within 24 hours.
3. We will FAX you a copy of the permit and mail you the job card and receipt.
4. Inspections will be performed at your request. You may request an inspection after the permit has been issued by calling (951) 826-5361.